



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Vocational Equity Coordinator's Office State Office Building Atlanta, Georgia 30334	Application Number 81-188	
Application Number		Date Received MAR 9 1981	Date Completed MAR 17 1981
2. Person to Contact Alicia H. Hambrick		Working Title Senior Secretary	
		Telephone Number 656-6720	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ 1979 To Date		5. Records Series Title (followed by title used in office, if different) Vocational Equity Conference/Workshop Files	
6. Division and-Office Function What is the function of the Division and the Office in which this record series is created? <i>administering, implementing and monitoring vocational equity programs for</i> The Vocational Equity Coordinator is responsible for promoting an awareness of vocational education programs and activities designed to reduce sex bias and sex stereotyping in all vocational education programs, including assisting the State Board in publicizing public hearings on the State plan; gathering, analyzing and disseminating data on the status of men and women students and employees in State vocational education programs; developing and supporting actions to correct problems and publicize the Title IX complaint process; reviewing the distribution of grants and contracts by the State Board to assure that the interests and needs of women are addressed in all projects; reviewing all vocational education programs for sex bias; monitoring the implementation of laws prohibiting sex discrimination in all hiring, firing and promotion procedures relating to vocational education; assisting local educational agencies and other interested parties in improving vocational education opportunities for women; providing information developed to the State Board, (See back side)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Documents relating to: participating in conferences and workshops related to Vocational Equity programs. Included are: brochures, program agenda, bibliographic material, manuals, workbooks, news releases, transparencies, filmstrips, slide-tape presentations, and other related documents. File is arranged: chronologically by fiscal year; thereunder by name or subject of workshop/conference.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 cubic foot</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	1 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative reference requirements.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Materials Developed by Voc. Equity Unit-transfer record copy to State Archives for permanent retention. Materials Maintained for Reference Purposes Only-destroy when no longer needed for reference.

Division and Office Function: (Continued)

State Advisory Council on Vocational Education, State Commission on the Status of Women, etc.; reviewing self-evaluations of local education agencies; and for reviewing and submitting recommendations on overcoming sex bias and sex stereotyping in vocational education programs for the Five-Year State Plan. These functions are set forth as the requirements of selected full-time personnel to eliminate sex discrimination and sex stereotyping in state vocational education programs, as directed by federal regulation 45 CFR 104.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W. G. Larissey</i>	3-9-81	<i>Walker L. Baumgardner</i>	3-9-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-16-81
		Secretary of State/Designee	3-10-81
		Attorney General/Designee	3-17-81